

SPECIAL PREPARATIONS FOR THE 2021 LEGISLATIVE SESSION

Issue	Senate Perspective	House Perspective	LRC Technical and Administrative Notes
General Health Practices			
1. Level of Adherence to CDC Guidelines for Reducing Risk of COVID Infection	<p>Senators would be expected to wear a mask. Senators not wearing a mask must, as much as practical, remain a minimum of 6 feet away from LRC staff and session staff.</p> <p>All non-Senators would be required to wear masks during Senate committee meetings and while occupying space that is under the jurisdiction of the Senate. Signs will be posted.</p>	Representatives would be expected to wear masks, except when talking in committee or on the House floor.	Both perspectives could require a revision to the standing rules, possibly to the Senate, House, or Joint rules as applicable.
2. Additional PPE	Develop list of materials to be made available to members and session staff to use as their desk space and on the floors, as applicable.	Concur.	See attached list.
3. Means of Screening, Testing and Tracing	<p>Self-screening as per CDC guidelines. Temperature checks when entering the Capitol and at each Chamber.</p> <p>Access to on-site rapid-testing for legislators and staff; testing required for any close contacts with a COVID-19 case. Follow Health Dept's protocols for testing and quarantine for individuals who report close contacts.</p>	Concur.	<p>The administration of temp. checks and rapid-testing will be required to be performed by additional personnel, whether other state employees or contracted vendors.</p> <p>Clarification may also need to be made as to whom screening, testing and tracing would apply. While</p>

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	<p>Members who test positive shall inform respective caucus leader and designated contact tracer. LRC and legislative staff who test positive must inform LRC Director or designee.</p>		<p>the public enters the north door of the building, staff and legislators may enter through 4 entrances avoiding the security checkpoint. If we want everyone checked, that would include Executive Branch, UJS and other elected official personnel and four entrances. If it's only 3rd /4th floors, there are six different entry points.</p> <p>Also, the viability of and funding for rapid screening will need to be determined and appears in the attached list.</p> <p>Further consideration should be given as to how the method of notification is to be established (standing rule versus informal communication such as email or memo). Additional consideration could be given as to who also needs to know what. A guideline for such decisions could be, "<i>Who needs to know.</i>"</p>

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Operations of the House and Senate			
1. Length of Session	Continue as previously planned.	Concur.	Legislators will be pre-paid the expense per diem for 35 legislative days on 1/8/2021. Expense per diem is the same if in-person or remote participation. (SDCL 2-4-2)
2. Introduction of Legislation	Informally encourage members to consider having essential legislation drafted and introduced for the 2021 Session.	Concur.	None.
3. Assignment of Members During Floor Session	Concur	Members will be in their seats and speak from their desks, but seating in the back of the gallery may be set aside for members to sit during joint sessions.	Joint sessions will also be live streamed in overflow rooms (414, 413, 412, 362, and 423 and 464, if necessary).
4. Remote Participation During Floor Session	Members may be excused by the presiding officer to participate remotely when one of the conditions is met: 1) the member has COVID; 2) the member is in quarantine; or 3) the member or an individual in the member's household has a pre-existing medical condition that requires the member to stay remote.	Concur.	<p>Joint Rules will need to be revised accordingly.</p> <p>Also, consideration may need to be given with regard to the means of using voice votes when members are remote.</p> <p>The Journal will reflect (remote) in the roll-call for</p>

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			those participating remotely.
5. Front Desk Staff and Sgts. at Arms	Sneeze guards to be installed around staff.	Concur.	Seeking to discern the availability and quantity of sneeze guards and other PPE.
6. PPE That Members Should Have Available, if Desired	Masks, hand sanitizers at every desk, face shields, disinfectant wipes, and sneeze guards between desk will be avail upon members' request.	Concur.	Seeking to discern the availability and quantity of material. Any sneeze guards will be of a temporary construction that will not be affixed to the chambers' desks or fixtures. LRC will have a limited number of sneeze guards on hand. Members will be asked to tell LRC by December 11 what special equipment they would like on the house floor.
7. Paper distribution on the floor.	Concur.	Information in hardcopy form may be distributed at the request of members. All other information must be distributed by electronic means.	None.
8. LRC Staff Attending Daily Floor Sessions.	Concur.	Staff may continue to assist in person as there is sufficient space.	May consider altering, at the presiding officer's discretion, attendance of staff depending on the

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			amount and complexity of legislation on that day's calendar.
9. Video Monitors Adjacent House and Senate Chambers	Concur.	Consider adding.	Will check on the availability and price. If ordered, the equipment may not be installed this session, which may require the equipment to be stored for several months.
10. Frequent Cleaning of Surfaces in the morning, noon, and evening.	Recommended.	Concur.	The extra cleaning will be required to be performed by additional personnel, whether other state employees or contracted vendors. Staff will research the options available.
11. Additional Sgt at Arms	Recommend 1 additional position in the Senate to help enforce rules.	No additional position in the House.	None.
12. Joint Session	Allow as per regular.	Allow as per regular and allow members to be seated in the galleries or lobbies.	Memorial will also be "regular" including the letter to the families stating remote livestream access would be available with the link.
13. Legislators Pictures	Allow as per regular.	Concur.	None.

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Standing Committees and Committee Procedures			
1. Committee members appropriately distanced in the room, as practical. Signage on committee doors and in rooms to encourage distancing, consider limiting chairs	Allow for members to self-regulate where they sit. Allow audience members to do the same. Provide cleaning supplies for members who wish to wipe down their areas	Concur.	<p>Staff will research the availability for state personnel or other persons to clean and wipe down committee rooms, hopefully periodically throughout the day.</p> <p>Cleaning supplies will also be available at the testifier's table.</p> <p>Suggest 7:45 committees start at 7:30 to allow additional time to wipe surfaces.</p>
2. Remote committee meetings	Allow if member has been excused by the presiding officer.	Concur.	Committee minutes would reflect when a legislator was participating remotely.
3. Committee testimony	Allow remote participation, under the direction of the chair. (per JR7-28)	Concur.	Would suggest the chair work with LRC staff in planning committee meetings on a weekly basis. This would allow scheduling for conferees. The Director will encourage staff to reach

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			<p>out to their respective chairs.</p> <p>Also, interns will likely need to play a committee staffing role in scheduling and in monitoring online participation and committee room set-up.</p> <p>Finally, persons planning to testify could be encouraged to provide electronic, written testimony, which would decrease the amount of persons in attendance or speaking.</p>
4. LRC and committee secretaries	<p>Allow both staff persons to staff the committee remotely. The chairs and vice chairs may take notes that can be shared with secretaries and staff in preparing minutes and committee reports.</p> <p>Chairs/VC to communicate via email, MyLRC+, and/or phone.</p>	Concur.	<p>This would allow for LRC staff to better multi-task while attending to other work. Since most sets of committee minutes are a summarized outline reflecting proponents/opponents, motions, and actions, committee secretaries should be able to monitor the proceedings and produce minutes accordingly.</p>

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			<p>Secretaries would not prepare paper 3-ring binders for committee members.</p> <p>Further consideration will need to be given by staff as to how the public attendance during the meeting will be recorded, since that is a paper document (such as asking names and organizations to be stated twice including spelling when necessary). – Staff has been informed to keep sign-in documents as per usual.</p>
5. Legislator support for chairs and committees	Informally allow other members of the chamber to assist chairs and committees with procedure and policy questions when asked.	Concur.	None.
6. Committees on Appropriations	Defer to the judgment of the co-chairs and the members of the committees, working with LRC staff.	Concur.	Would suggest that the secretaries of the appropriations committee be allowed to work in a remote location in the capitol as the other

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			committee secretaries will be doing.
Facilities and Staff Accommodations			
1. Outside food and beverages	May be allowed in the President's and Speaker's lobbies, provided it is served in a manner that does not encourage the spread of COVID.	Concur.	It may be appropriate to communicate this expectation to the basement café.
2. Stakeholder and Marketing Items	Allow.	Concur.	None.
3. Legislative Post Office	Post Office will distribute mail, sell postage and allow for the making of copies. However, no more than 2 customers in the poster office at a time.	Concur.	Suggest signage be displayed.
4. Access to copiers, printers, paper and bulletin boards.	Allow as per normal.	Concur.	Suggest hand sanitizers, disinfectant wipes and signage encouraging their use be stationed as practical near such amenities.
5. Coffee machines, pots, and water dispensers	Allow as per normal.	Concur.	Suggest hand sanitizers, disinfectant wipes and signage encouraging their use be stationed as practical near such amenities.

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Ancillary Programs and Functions			
1. Social Calendar	Persons may serve food and beverages in the President's and Speaker's lobbies in a manner that does not encourage the spread of COVID.	Concur.	Staff plans to establish a web page on the Legislature's site that communicates this and other measures to be taken.
2. Page Program	Allow the program to continue.	Concur.	<p>The number of households willing to host pages is limited, which will limit the number of pages that are able to serve. The LRC will need to communicate to students and their families that pages will only be allowed to serve if they are able to find adequate housing per LRC standards.</p> <p>Calendar/Bill 3-ring paper binders will not be prepared.</p>
3. Intern Program	Allow the program to continue.	Concur.	Interns will most likely need to fill the gaps in the staffing support necessary for the House and Senate and their respective committees.

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Items to be Purchased	Services to be Coordinated with or Procured through Executive Branch
<p>Disposable Masks 16,000?? (200 Leg. Branch personnel times 2 times 40 days)</p> <p>Disposable masks for lobbyists, general public (100,000??)</p> <p>STAFF NOTE: Masks should be individually wrapped to avoid contamination. Staff will inquire about the availability of N95 masks or masks with N95 liners for legislators, staff and session employees. DOH Secretary would need to be consulted.</p> <p>Sneeze guards and plastic partitions between desks</p> <p>Temperature Mgt Systems 3 (\$3,000 per system)</p> <p>Rapid testing kits</p> <p>Air Purifiers in workspaces and in private offices including a supply of replacement filters.</p> <p>Individual hand sanitizer dispenser bottles for desks and committee rooms. (300 bottles)</p> <p>Disinfectant wipes. (quantity ?? some on-hand)</p> <p>Rubber gloves (??)</p>	<p>Request B&G personnel to maintain hand sanitizer stations and increase cleaning of regularly touched areas including aerosol disinfectant of committee rooms, chambers and common areas.</p> <p>Request assistance in operating and staffing/managing the equipment</p> <p>Request assistance in procuring and using kits</p>
<p>ITEMS ALREADY ON-HAND:</p> <p>Cloth masks – 5 per legislator, staff, intern</p> <p>Face shields – 1 per legislator, staff, intern</p> <p>Disposable masks – approximately 100</p> <p>124 pks of Lysol wipes (80 per pks)</p>	